

# GUIDE FOR HIRING MANAGERS

## Affirming Indigenous Citizenship or Membership for Staff Roles

Indigenous Peoples remain underrepresented in Canadian postsecondary institutions due to historical and ongoing colonial barriers and institutional discrimination.

### Understanding the Purpose of the Relational Accountability Process

This guide explains why the Indigenous Affirmation Process exists and the steps Hiring Managers must follow when recruiting for roles where preference or designation for Indigenous candidates applies under [Policy 1.58](#).

Policy 1.58 ensures that individuals who identify as Indigenous and seek opportunities designated for Indigenous Peoples at Western (e.g., hiring, awards) affirm their citizenship or membership in a respectful, consistent, and culturally appropriate way. It applies to **First Nations, Inuit, and Métis Peoples in Canada, as well as Indigenous Peoples globally**.

### When the Policy Applies

As a Hiring Manager, you need to be aware of when the affirmation process is required. **The policy applies when:**

- A **position is designated for Indigenous candidates**
- **Preference is given to Indigenous candidates** as part of the selection process
- A **declaration of Indigenous citizenship or membership results in a material advantage or intangible benefit**

#### ✦ Important:

- Not all self-declared Indigenous applicants are required to undergo the affirmation process. **Internal Candidates and those external candidates selected for an interview in designated/preference roles will be directed to complete the process.**
- If a position is a designated Indigenous role, or where preference will be given, **this must be clearly indicated in the job posting.**

### Your Role as a Hiring Manager

*As a Hiring Manager, your responsibilities are to:*

- Work with your Talent Acquisition contact to **ensure postings indicate when a role is designated/preference is given to Indigenous applicants**
- Conduct the selection process in alignment with Western's recruitment policies
- **Respect confidentiality** - Hiring Managers and HR professionals do not access or handle affirmation documents
- Rely on the **Office of Indigenous Initiatives (OII) to confirm affirmation outcomes**

### Affirmation Process and Outcomes

The **affirmation process is managed entirely by the Office of Indigenous Initiatives (OII) and the Indigenous Affirmation Advisory Committee (IAAC)**. Hiring Managers are not involved in reviewing or validating documents. You will only be notified once the affirmation is confirmed, allowing you to proceed with the recruitment.

### Confidentiality and Respect

Respectful and confidential handling of this process is essential. **Do not ask candidates to share affirmation documentation directly with you or your team.** All materials must be submitted directly to OII at [indigenous.affirmation@uwo.ca](mailto:indigenous.affirmation@uwo.ca).

### Appeals and Disputes

If an applicant's declaration of Indigenous citizenship or membership is not affirmed, they may appeal through the process outlined in [Policy 1.58](#). Hiring Managers are not involved in appeals.

### Support & Resources

*Get help if needed.*

- Specific **inquiries related to the affirmation process** should be directed to [indigenous.affirmation@uwo.ca](mailto:indigenous.affirmation@uwo.ca).
- **For general recruitment inquiries**, please contact [careers@uwo.ca](mailto:careers@uwo.ca).